



Pickaway-Ross Career and Technology Center

Computer Network and Internet Acceptable Use Policy for Students

We are pleased to announce that network resources including Internet access are available to students and staff in our school who qualifies.

To qualify, students and parents must read, sign and return this Acceptable Use Policy.

The staff of Pickaway-Ross Career and Technology Center strongly believes in the educational value of such electronic services and recognizes their potential to support the curriculum. Every effort will be made to provide quality experiences to students and teachers using these information services, however, inappropriate and/or illegal interaction with any information service is strictly prohibited.

Please read this document carefully. Only after you and your parents/guardians have read, signed and returned this document, will you be permitted access to these services.

Listed below are the provisions of this agreement. If any student violates these provisions, access to the information service may be denied and the student will be subject to disciplinary action.

Terms and Conditions of this Agreement

1. Personal Responsibility

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, violence, unethical or illegal requests, racism, sexism, inappropriate language, and any action which could potentially damage a computer or the network. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access.

2. Term of Permitted Use

A student who submits to the school as directed a properly signed Acceptable Use Policy to which she or he has agreed will have computer network and internet access during their enrollment at Pickaway-Ross. In the event that the student's enrollment at Pickaway-Ross is longer than 2 years, the student will be required to sign a new acceptable use policy to continue using the network and internet as provided.

3. Acceptable Use

- A. The computer network at PRCTC has been set up in order to allow computer use and Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, the exchange of project-related ideas, opinions, questions via email, video conferencing and other means.
- B. Network users must respect resource limits and must remain within their allotted disk space. Users are responsible for deleting old emails or other files that may take up excessive amounts of storage space.
- C. Student use of the internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/Guardians may revoke approval at any time.
- D. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material placed on personal web pages, and other work that is created or stored on the network may be viewed by a third party.
- E. Network users must keep their passwords private. Accounts and/or passwords may not be shared.
- F. Network users are expected to adhere to the network etiquette and privacy guidelines listed below.

Unacceptable Uses

- A. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator or classroom instructor.
- B. Only school sanctioned email accounts for educational purposes are permitted for use in the PRCTC building or on the PRCTC network.
- C. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the Director of Technology.
- D. Use of the network for advertising or political lobbying is prohibited.

- E. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person, violating copyright laws, or drug/alcohol promotions.
- F. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
- G. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
- H. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. (Disputes concerning these definitions will be settled at the discretion of the administration.) If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
- I. Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.

4. Privileges

The use of the electronic services is a privilege and inappropriate use will result in a cancellation of those privileges. Each person with access to the Internet will participate in a discussion with a PRCTC staff member as to proper behavior and use of the network. The PRCTC administration will rule upon inappropriate use and may deny, revoke or suspend usage.

5. Network Etiquette, Privacy, and Safety

You are expected to abide by the generally accepted rules of network etiquette, privacy, and safety. These rules include, but are not limited to, the following:

- A. **BE POLITE** – never send, or encourage others to send, abusive messages.
- B. **USE APPROPRIATE LANGUAGE** – remember that you are a representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- C. **PRIVACY** – do not reveal any personal information, the home address or personal phone numbers of yourself or other students.

- D. **PASSWORD** – you are responsible for work in your network folder. Revealing your password to anyone must be avoided. Notify your classroom instructor or the network administrator immediately if you suspect that someone is using your password.
- E. **ELECTRONIC MAIL** – electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities. Please note that all email sent within the PRCTC email system is archived and may be looked at by a third party at any time.
- F. **DISRUPTIONS** – use the network only in a manner that does not disrupt the use of the network by others or damage the network.
- G. **SAFETY** – never agree to meet in person with anyone you have met on-line unless you first have the approval of a parent or guardian.
- H. **PARENTAL/GUARDIAN RESTRICTIONS** – your parents should instruct you if there is additional material that they think would be inappropriate for you to access. PRCTC expects you to follow your parents’/guardians’ wishes in this matter.

6. Services

Pickaway-Ross Career and Technology Center makes no warranties of any kind, whether expressed or implied, for the network service it is providing. PRCTC will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the Local Area Network (LAN) and other information systems is at your own risk. PRCTC specifically denies any responsibility for the accuracy of information obtained through its Internet services.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any computer or peripheral equipment or data of another user or any other networks connected to ours. This includes, but is not limited to the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral. **No software, personal disks, CD’s, or DVD’s or USB Thumb drives may be brought from home.**

**Pickaway-Ross Career & Technology Center
Media/Electronic Release Form**

Pickaway-Ross Career and Technology Center may develop, participate in, or be the subject of media and/or electronic based (Internet) presentations such as the PRCTC home page and events that highlight various educational activities that take place during the course of the school year. These presentations/events include:

Those developed by PRCTC staff or PRCTC students that may include but are not limited to:

- Videotapes
- Computer-generated presentations that may incorporate scanned photographs and video clips
- Computer-based productions transmitted via telecommunications
- Photographs
- Web pages designed at school

These media-based presentations may be used in:

- Student recruitment presentations
- Faculty presentations
- The PRCTC home page
- Staff development activities
- Media festivals
- Public relations (newspaper articles, TV presentations, etc.)

This release is made and entered into this _____ day of _____, 20____ between _____ (parent or guardian) and Pickaway-Ross Career and Technology Center. The parent or guardian hereby represents that he/she is the legal guardian of _____ (student's name) and has the right to sign this release granting Pickaway-Ross & Technology Center permission to use the student's name and/or voice, likeness and any or all of the audio or video footage in any of the PRCTC or media-based productions for the above stated purpose.

Parent/Guardian Signature

Date

Decline - We do not wish to have (student's name) _____ name and/or voice, likeness and any or all of the audio or video footage in any of the PRCTC or media-based productions for the above stated purpose.

Parent/Guardian Signature

Date